

State of Connecticut
JOB POSTING

**Summer Worker
CT State Library – Administration**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 231 Capitol Ave, Hartford
Unit: **Administration**
Job Posting No: **108425**
Hours: Up to 30 hours per week; July & August (6 weeks)
Salary: \$10.10 per hour
Closing Date: **June 3, 2014 by 4pm (no exceptions)**

Duties: File a backlog of materials from CSL fiscal records, Sort and arrange documents according to record retention schedule, Assist with annual physical inventory of CSL assets in multiple locations, and other duties as assigned.

Qualifications: Good communication skills, ability to perform repetitive tasks and attention to detail, ability to work without close supervision, and ability to lift and move 40 lbs.

The preferred candidate will have computer skills: experience & knowledge to work with Microsoft (MS) Excel, MS Word, MS PowerPoint and similar applications.

RESTRICTION:

1. Permanent status cannot be attained while working in this classification.
2. Incumbents may not work more than six (6) months, the equivalent of 1040 hours, in a calendar year.

For official job specification: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6645>

APPLICATION INSTRUCTIONS: Interested and **qualified candidates** who meet the preferred skills should submit a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services/SmART Unit
165 Capitol Ave, 5th Floor East
Hartford, CT 06106

Confidential Fax: (860) 622-4921

OR

Email to DAS.HR.SMART@ct.gov , MUST include Summer Worker ADM 108425 (last name) in subject line.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.